

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B97-73

Date: December 30, 1997

Expiration Date: 6/30/98

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPA PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: SECOND-QUARTER ENDING DECEMBER 31, 1997, REPORTING  
DEADLINES FOR PY 1997-98

This Information Bulletin transmits second-quarter reporting deadlines for Title II and Title III financial and participant reports for Program Year (PY) 1997-98. All Service Delivery Areas (SDA) are required to submit reports on all active subgrant line items under Title II Years of Appropriation (YOA) 1995-96, 1996-97 and 1997-98, Title III YOAs 1996-97 and 1997-98, and all active DCA, DDP and NRA projects. If you need a listing of your SDA's active grants, please contact Danny Patterson for Title II, or Gemma Angeles-Rubi for Title III.

DUE DATES	SUBGRANTS	REPORTS
January 20, 1998	Title III 40 percent Veterans Program Defense Conversion Projects National Reserve Account Projects (including Flood Recovery of 1997) Defense Diversification Projects	10E, 11, 12E, State Form 173  10E, 11, 12E 10E, 11, 12E  10E, 11, 12E
January 23, 1998	All Title II Title III Formula 60 percent Title III Governor's Discretionary 40 percent Title III Rapid Response Title II, Title III (Governor's Reserve, National Reserve, and Substate Area)	10, 11, 12 10E, 11, 12E 10E, 11, 12E  12E, State Forms 121 and 122 IPD

### REPORT DESCRIPTIONS:

This table describes the required second-quarter reports. Note the column "METHOD OF SUBMISSION" indicates the method each report will be submitted to the Job Training

Partnership Division (JTPD). Electronic transmission includes direct transmission through the Job Training Automation (JTA) system, diskettes or using modem file transfer. Hard copy reports can either be faxed or mailed to the JTPD. The fax numbers for submitting required hard copy reports are (916) 654-9586 or (916) 653-6221. Attachment A contains mailing addresses.

FORM NUMBER	REPORT NAME	SUBGRANT	TYPE OF REPORT	METHOD OF SUBMISSION
10	JTPA Quarterly Status Report Participation and Termination Summary	Title II	Participant Report	Electronic
10E	JTPA Title III Monthly/Quarterly Participation and Termination Summary	Title III, Title III Veterans, DCA, DDP, NRA	Participant and Financial Report	Electronic
11	JTPA Quarterly Status Report Participant Characteristics Summary	Title II and III, Title III Veterans, DCA, DDP, NRA	Participant Report	Electronic
12	JTPA Summary of Expenditures Report - Title II	Title II	Financial Report	Electronic
12E	JTPA Summary of Expenditures Report	Title III, Title III Veterans, DCA, DDP, NRA	Financial Report	Electronic
121	Rapid Response Assistance Onsite Visit Report	Title III Rapid Response	Onsite Visit Report	Hard copy
122	JTPA Title III Rapid Response Batch and Monthly Expenditure Report		Financial and Batch Report	
IPD	Individual Participant Data (IPD)	Title II and III	Participant Report	Electronic

**Please submit the reports only in the method of submission indicated in the above table.** Electronic transmissions **do not** have to be supported by original signed hard copies for the second-quarter reporting cycle.

#### OTHER IMPORTANT INFORMATION

1. Important contact information and mailing addresses are provided in Attachments A and B. Separate reports are required for each funding source (grant code) within a subgrant. Please do not use any font smaller than 10 on the hard copy reports.

2. On the 10E and 11 for the Title III Governor's 40 percent, Defense Diversification Projects, Defense Conversion Projects, and National Reserve Account Projects, **please report project to date** (i.e., from the inception of the project to December 31, 1997) **participant information**.

Also, **the 10E reports must include current and prior year expenditure data in Section V**. Enter YOA 1996 and 1997 in the YOA cells. Then enter the cumulative expenditures under each YOA. Note that if you do not have 1996 funding, then indicate "0" in the cumulative expenditures under 1996. Also, if 1996 is fully expended, please enter the total (full) expenditure under 1996. Both years need to be reflected in this section; otherwise, the State JTA system will not be able to process the report.

3. On the 12 and 12E, if a line item in a subgrant has been fully spent but the grant term is still active, the report may be marked FINAL by indicating "Y" in Section I, G. when submitting the report. In this manner, no report is due for this line item until closeout.

For line items for which funding has been received, but no expenditures have been incurred, SDAs are required to submit a zero report for the quarter. This ensures accountability for the quarter in the JTA database, and prevents hold table exceptions in the second quarter.

4. IPD: JTA users must execute the XIPD program to extract the IPD information to be transmitted to the State. The program must be run immediately after the PJ10, PJ10E, and PJ11 reports are run to ensure consistent participant information. The SDAs will receive a listing of SPIR errors if your January 23, 1998, IPD submission contains errors. If you need technical assistance on the IPD, please contact Janet Leong at (916) 654-9600.
5. **Please ensure that all entities involved in your local reporting process (including fiscal accounting and service providers) are aware of the second-quarter reporting deadlines for PY 1997-98.**

For additional information, please see the attached contact listings.

/S/ BILL BURKE  
Acting Assistant Deputy Director

Attachments

**Reporting Contact Information**

ATTACHMENT A

<b>Report</b>	<b>Contact</b>	<b>Telephone Number</b>
Title II Expenditure Reports	Danny Patterson	(916) 654-7617
Title II Participant Reports	Marcia Painter	(916) 654-7607
Title III Expenditure Reports	Gemma Angeles-Rubi	(916) 657-2744
Title III Participant Reports	Joannie Ornelas	(916) 654-6634
Title III Rapid Response Reports (Forms JTPA 121 and 122)	Gemma Angeles-Rubi	(916) 657-2744
Title III National Reserve Account (NRA) Expenditure Reports	Danny Patterson	(916) 654-7617
Title III NRA Participant Reports	Annette Wolfgang	(916) 654-8004
Title III NRA/Flood Expenditure and Participant Reports	Annette Wolfgang	(916) 654-8004
IPD/XIPD	Janet Leong	(916) 654-9600
Post Program Follow-Up	Cindy Tse	(916) 654-7787
JTA Help Desk		(916) 653-0202

Fax Number for submitting any of the above reports: (916) 654-9586. All fax transmittals must be supported by original signed hard copies. (See Item 4)

**Mailing Addresses****Title II and III Expenditure and Participant Reports (12, 12E, 10, 10E, 11):**

Diskettes (if not electronically transferred):	<u>First Class Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Financial Management Unit P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	<u>Overnight Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Financial Management Unit 750 N Street, MIC 69 Sacramento, CA 95814
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**Title III Rapid Response Reports (Forms JTPA 121, 122), Title II-B Supplementary Annual Report:**

Mailed in hard copies:	<u>First Class Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Gemma Angeles-Rubi P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	<u>Overnight Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Gemma Angeles-Rubi 750 N Street, MIC 69 Sacramento, CA 95814
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**Individual Participant Data/XIPD:**

Diskettes:	<u>First Class Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Janet Leong P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	<u>Overnight Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Janet Leong 750 N Street, MIC 69 Sacramento, CA 95814
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**Post Program Follow-Up:**

Diskettes:	<u>First Class Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Cindy Tse P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	<u>Overnight Mail:</u> Employment Development Department Job Training Partnership Division Attn.: Cindy Tse 750 N Street, MIC 69 Sacramento, CA 95814
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SERVICE DELIVERY AREA	PROGRAM MANAGER	PHONE NUMBER
Alameda	Scott Winkler	654-8537
Anaheim	Grey Rider III	654-7508
Butte	Linda Beattie	653-1662
Carson/Lomita/Torrance	Linda Kalvelage	653-4103
Contra Costa	Linda Beattie	653-1662
Foothill	Grey Rider III	654-7508
Fresno	Donicio Abarquez	653-4442
Golden Sierra	Hal Readdick	657-4346
Humboldt	Paul Fisher	654-6501
Imperial	Gil Velazquez	653-4743
Kern/Inyo/Mono	Donicio Abarquez	653-4442
Kings	Donicio Abarquez	653-4442
Long Beach	Linda Kalvelage	653-4103
Los Angeles City	Larry Scaramella	653-4204
Los Angeles County	Harry Butler	654-9668
Madera	Lydia Rios	654-7685
Marin	Gloria Lovelady	654-5945
Mendocino	Linda Beattie	653-1662
Merced	Lydia Rios	654-7685
Monterey	Doug Orlando	654-6425
Mother Lode	Lydia Rios	654-7685
Napa	Gloria Lovelady	654-5945
NoRTEC	Paul Fisher	654-6501
North Central (NCCC)	Paul Fisher	654-6501
NOVA	Dian Chun	654-9191
Oakland	Scott Winkler	654-8537
Orange	Dan Nowalis	653-4304
Richmond	Linda Beattie	653-1662
Riverside	Alex E. Alexander	654-5306
Sacramento	Linda Patton-Finch	654-8701
San Benito	Doug Orlando	654-6425
San Bernardino City	Alex E. Alexander	654-5306
San Bernardino County	Alex E. Alexander	654-5306
San Diego	Gil Velazquez	653-4743
San Francisco	Scott Winkler	654-8537
San Joaquin	Linda Patton-Finch	654-8701
San Luis Obispo	Doug Orlando	654-6425
San Mateo	Dian Chun	654-9191
Santa Ana	Larry Scaramella	653-4204
Santa Barbara	Barry Lacey	653-4043
Santa Clara	Dian Chun	654-9191
Santa Cruz	Doug Orlando	654-6425
SELACO	Grey Rider, III	654-7508
Shasta	Paul Fisher	654-6501
Solano	Gloria Lovelady	654-5945
Sonoma	Hal Readdick	657-4346
South Bay	Dan Nowalis	653-4304
Stanislaus	Hal Readdick	657-4346
Tulare	Donicio Abarquez	653-4442
Ventura	Barry Lacey	653-4043
Verdugo	Harry Butler	654-9668
Yolo	Linda Patton-Finch	654-8701